

**County-Based Medi-Cal Administrative Activities Unit  
Site Visit Tool**

LGA:

Year and Quarter Reviewed:

Claiming Unit:

Time Survey Month/Year

Location of Visit:

Name of Analyst

Date of Review:

Site Visit Checklist:	Yes	No	N/A
<b>CMAA Contracts and/or Memorandum of Understanding Documents:</b>			
MAA Contracts between the LGA and other governmental or non-governmental entities; such as the claiming units or CBOs			
Is the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs current?			
Does the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs list the MAA activities performed?			
Does the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs list the funding amount?			
Is the MAA contract between the LGA and other governmental entities; such as the claiming units or CBOs signed and properly executed?			
MAA Contracts between the LGA contracted governmental entity; such as a CBO, and any other entities. (Secondary Contracts)			
Is the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, current?			
Does the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, list the MAA activities performed?			
Does the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, list the funding amount?			
Is the MAA contract between the LGA contracted governmental entity; such as a CBO, and the secondary entity; or CBO, signed and properly executed?			
<b>CMAA Claiming Plan Documents</b>			
Is there a copy of the current Claiming Unit Functions Grid?			
Do any of the classifications on the Claiming Unit Functions Grid indicate SPMP status?			
Are all applicable licenses and/or certifications confirming SPMP eligibility present?			
Is there a copy of the SPMP Questionnaire?			
Is there an organizational chart showing the relationship of SPMP clerical staff and SPMP supervisors to SPMPs?			
Are there copies of the applicable activity sheets?			
Are all activity sheets related to the activities indicated on the Claiming Unit Functions Grid?			
Are there applicable duty statements?			
Are all Claiming Unit Functions Grid activities notated on the duty statements?			
Are there supporting documents related to the performance of MAA; including flyers, brochures, and resource directories?			
<b>CPE Documents</b>			
Are there certification documents attesting to the CPE eligibility of LGA and/or claiming unit revenue?			
Does the revenue qualify as CPE?			
Are there General ledger documents demonstrating the expenditures were made to provide eligible MAA to Medi-Cal beneficiaries.			
Were the expenditures all MAA eligible?			
Are there payment documents from the LGA to the Claiming Unit or CBO showing the public funds were expended 100% prior to invoicing DHCS?			
Were the public funds expended 100% prior to invoicing to DHCS?			

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<b>Time Survey Documents</b>			
Are the original time surveys for all staff participating in the time survey available?			
Are the time surveys signed in blue ink?			
Are the time cards for all staff participating in the time survey available?			
Do the employee time cards agree with the time survey results?			
Is there a list of employees who participate in each time survey?			
Are the employee names included?			
Are the employee position classifications included?			
Is the employee SPMP status indicated? (if applicable)			
Did the LGA time survey in the proper time survey period?			
Do the time survey activities agree with the CMAA Claiming Plan documents?			
Do the time survey classifications agree with the CMAA Claiming Plan documents?			
Did the time survey participants properly time survey to the activities documented in the CMAA Claiming Plan?			
Is there a document showing the collective amount of MAA time for all time survey participants (i.e. the 'Roll Up' document) available?			
Do the time surveys agree with the 'Roll Up' document?			
Is there documentation detailing and describing the activities performed by the time survey participants (i.e. secondary documentation).			
Do the secondary documents accurately reflect the appropriate MAA activities?			
Do the dates on the time survey documents agree with the dates on the Secondary Documentation?			
Are there a minimum of 2 samples for each activity within the Secondary Documentation?			
Do the Secondary Document descriptions address the when, where, what, and with whom details?			
Is there supporting documentation related to the staff that direct charge (i.e. time cards, employee pay records)?			
Does the supporting documentation for direct charging justify the information on the invoice?			
Are 85% of the time surveys accurate?			
Are there time survey training materials available?			
<b>Invoice Documents</b>			
Are all applicable CMAA Claiming Invoice documents available?			
Are the time surveying staff's salaries and benefits accurately reflected in Cost Pools 1, 2, and/or 6 on the MAA Claiming Invoice?			
Are the non time surveying (direct charge) staff's salaries and benefits accurately reflected in Cost Pools 3, 4, and/or 5 on the MAA Claiming Invoice?			
Are there copies of the computations and/or receipts used to calculate the direct charge amounts, if any?			
Are there non-salary/other costs included on the CMAA Claiming Invoice?			
Are there non-salary/other cost documents to support the costs claimed on the CMAA Claiming Invoice?			
Are there non-claimable costs in cost pools 1, 2, and/or 6 (non-salary/other costs)?			
Are there documents that support the data used to determine the Medi-Cal percentage (i.e. the County Wide Average or Actual Client Count)?			
Do the Activity Results Percentages on the CMAA Claiming Invoice agree with the time survey 'Roll Up' documentation?			
Is the revenue included in the non-offset funds category of the 'Revenue Sources Worksheet' eligible revenue?			
Are there documents that support the agency indirect cost rate?			